



**REQUEST FOR PROPOSALS (RFP) for 2018-2019 AmeriCorps*State
Program Planning Grant Funds**

RFP #1819-WNCSB-PG

**Issued by: STATE OF WISCONSIN
WISCONSIN NATIONAL AND COMMUNITY SERVICE BOARD**

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Appendix A: AmeriCorps Planning Grant Additional Documents Checklist **(required document)**

Appendix B: AmeriCorps Planning Grant Budget Template **(required document)**

Appendix C: AmeriCorps Planning Grant Review Form

Key Dates

Submission of a Notification of Intent to Apply is required to be eligible for this competition and is due **May 3, 2018 by 12:00 Midnight CT** via the following online form: <https://www.surveymonkey.com/r/1819-WNCBSB-PG>.

Proposals and required additional documents must be received by Serve Wisconsin by **May 15, 2018 at 4:30p.m. CT. Late proposals and documents will not be accepted.**

1.0 GENERAL INFORMATION

This *Request for Proposals (RFP)* should be read together with the AmeriCorps Regulations 45 CFR Sections 2520 – 2550, which can be found at http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf, the *RFP* Glossary (Section 8.0), *Application Instructions and Attachments*, which are incorporated by reference. The documents can be found at <http://www.servewisconsin.wi.gov>, under *Grants*. The full regulations are available online at www.ecfr.gov. TTY number is 800-833-3722.

Creation of the RFP is an activity that is aligned with the 2016-2018 Wisconsin State Service Plan, which can be found at <https://servewisconsin.wi.gov/Pages/AboutUs/StateServicePlan.aspx>

Publication of this *RFP* does not obligate Serve Wisconsin or the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate the entire amount of funding available.

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

1.1 Intent and Purpose of this Request for Proposals (RFP)

The purpose of this RFP is to solicit proposals that plan to establish AmeriCorps*State programs in Wisconsin. Proposals must be from eligible organizations seeking funding to operate an AmeriCorps program in Wisconsin only. AmeriCorps*State planning grants provide up to 12 months of funding to help organizations prepare to submit an application for a full AmeriCorps program grant, to develop the infrastructure and receive the training needed to manage an AmeriCorps program, which includes recruiting, training, and supporting AmeriCorps members; however, costs associated with writing an AmeriCorps application may not be charged as direct costs to the grant.

1.1.1 Purpose of AmeriCorps*State

The purpose of AmeriCorps*State is to engage AmeriCorps members in direct service and capacity building activities to address unmet community needs. Local programs design service activities for a team of members serving full- or part-time for up to one year.

An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

1.1.2 AmeriCorps*State Planning Grants

AmeriCorps*State planning grants of up to \$75,000 are awarded on a competitive basis to allow organizations to begin developing their plans to manage an AmeriCorps program. Planning grant activities may involve work to establish a new program in Wisconsin or to replicate a successful existing program model in unserved or underserved areas of the state. Organizations use planning grants to become better prepared to compete for an AmeriCorps program grant in the subsequent grant cycle (2019-2020). Planning grants may not be used to support AmeriCorps members and costs associated with writing an AmeriCorps application may not be charged as direct costs to the grant.

1.2 Award Information

1.2.1 Award Period

Programs funded through State Formula Funds (such as those to be funded under this *RFP*) are funded for a one year period only. It is a policy of the Board that an organization can apply for and receive no more than two Formula funded Planning Grants over a period of two program years (maximum of one grant per year) to plan for AmeriCorps programming that would address the same need with the same program design.

1.2.2 Project Period

The project start date is proposed by the applicant and is for one year, beginning August 15, 2018 or September 1, 2018, and ending no later than August 14, 2019 or August 31, 2019, respectively. The project start date may not occur prior to the date CNCS awards the grant. The grantee may not incur any costs prior to the start of the planning grant contract without having received prior approval from Serve Wisconsin to do so.

1.3 Eligibility Information

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have a DUNS number and are registered in the System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (§200.54)
- Local governments (§200.64)
- Nonprofit organizations (§200.70)
- States (§200.90)

Receiving funding previously from CNCS or another Federal agency is not a prerequisite to apply under this *RFP*.

NOTE: In order to be eligible for Formula funding through the Board, an applicant shall be one of the following at the time of application for Formula funds: Wisconsin state or local government entity, or one of the following if its governing body operates within the state of Wisconsin: a federally recognized Indian tribe, a public or private nonprofit organization (organized as a tax-exempt entity under the federal IRS Code, including religious organizations and labor organizations), or an institution of higher education as defined in Wisconsin Statute 118.55(1). The only exception to this policy would be for an annual Formula process in which all other possible Formula funding options have been considered and Formula funding remains unallocated. In cases where Formula funds would otherwise remain unallocated, those funds could be provided to an entity that does not meet the requirements of this policy.

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *RFP*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this *RFP*. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the Federal Government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *RFP*. Only organizations seeking to operate a program in the State of Wisconsin may apply through this *RFP*.

1.4 Cost Sharing or Matching

A first-time successful applicant is required to match a minimum of 24 percent of the total project cost for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

How to Calculate Minimum Match Requirement

$$\begin{aligned} & \$ \text{ CNCS (Federal) Request} \div 0.76 = \$ \text{ TOTAL AWARD} \\ & \$ \text{ TOTAL AWARD} - \$ \text{ CNCS Request} = \text{Minimum } \$ \text{ Grantee Share (24\%)} \end{aligned}$$

1.4.1 Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. §200.413. States, local governments, and Indian Tribes

may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants who hold a federal negotiated indirect cost rate or will be using the 10% *de minimis* rate must enter that information in one of the Organization Capability sections; however, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. §2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants. See the *Application Instructions and Attachments* for more information.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 Content and Form of Application Submission

2.1.1 How to Apply

- Determine if you are eligible to apply for an AmeriCorps*State Program Planning Grant (see Section 1.3)
- Obtain a DUNS number at www.dnb.com/get-a-duns-number.html
- Register (or update) your organization with the System for Award Management at www.sam.gov
- Submit a Notification of Intent to Apply via Survey Monkey by **Midnight CT, May 3, 2018** at <https://www.surveymonkey.com/r/1819-WNCSEB-PG>
- Establish an eGrants account (<https://egrants.cns.gov>)
- Write a high quality proposal that is responsive to this *RFP*
- Provide required additional documents by **May 15, 2018 at 4:30 p.m. CT**
- Submit your proposal by the deadline on **May 15, 2018 at 4:30 p.m. CT**

2.1.2 Application Fields and Page Limits

In a word processing document (and then later in eGrants), applicants will provide information for the following fields:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

Proposals must be double-spaced, with Arial or Times New Roman 11-point font, and 1" margins. Applications may not exceed 14 pages for items listed above, exclusive of the budget (Appendix B). Reviewers will not consider submitted material that is over the page limit. Do not submit other items not requested in the *RFP* or *Application Instructions and Attachments*, the Board will not review or return them.

When applications are entered into eGrants following Board approval, they must also adhere to a page limit. Applications may not exceed 14 pages when printed out from eGrants. In determining whether an application complies with page limits, Serve Wisconsin will count the following for the narrative:

- The applicant's Executive Summary, SF-424 Face Sheet, and
- The Narrative portions contained in the Program Design, Organizational Capability, and Cost Effectiveness and Budget Adequacy sections of the application.

Serve Wisconsin will consider the number of pages only as they print out from the "Review" tab in eGrants (where you will see the "View/Print your application" heading) when determining compliance for page limits. Serve Wisconsin will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Serve Wisconsin strongly encourages applicants to print out the application from the "Review" page prior to submission to check that the application does not exceed the page limit.

A. Executive Summary (Required – 0%)

Fill in the blanks below to complete the Executive Summary. **Do not deviate from this template.**

[Name of the organization] proposes to develop an AmeriCorps program serving in *[the location(s) the AmeriCorps program will serve]* that will focus on the CNCS focus area(s) of *[CNCS focus area(s) if applicable]*. The CNCS investment of *[\$amount of request]* will be matched with *[\$total amount of projected match]*, *[\$amount of local, state, tribal, and/or federal funds]* in public funding and *[\$amount of non-governmental funds]* in private funding. No AmeriCorps members will be needed to execute this plan.

B. Program Design (70%)

Reviewers will consider the quality of the proposal's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Need (10 points)

- Describe the need you plan to address with your AmeriCorps program and provide evidence that the need exists
- Describe why you are applying for a planning grant, why a planning grant is needed to address the previously described need, and what you hope to achieve during the one-year planning period.

2. Program Model (30 points)

Applicants are to describe to what their currently imagined AmeriCorps program plans to achieve once operational. While the planning grant will help to determine specifics of the program, applicants should include as much information as possible about the potential AmeriCorps program as they currently imagine it. More information about how the applicant will determine the criteria below should be included in the *Planning Process* section.

- Describe where you expect AmeriCorps members to serve, as well as how AmeriCorps members would be supervised.
- Describe the activities in which you propose to engage AmeriCorps members and how those activities will connect to the identified community need(s).
- Describe how AmeriCorps members will utilize volunteers to enhance program delivery.
- Provide an estimate of how many AmeriCorps members your program would support and whether they would serve on a full-time or part-time basis. (Note: Serve Wisconsin prefers to fund programs that engage at least 10 members each year.)
- Explain how AmeriCorps members are a highly effective means to solve this community problem.
- Explain how AmeriCorps members will be addressing an unmet need and will not be duplicating or displacing any current staff, volunteers, or other services.

3. Planning Process (30 points)

Provide a description of your planning process with timeline and benchmarks for planning activities and how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program. Examples of planning activities include:

- Identifying and hiring a consultant to help with the planning process or how the organization will obtain the necessary training and technical assistance needed in order to plan and manage an effective, compliant AmeriCorps program.
- Determining the most appropriate AmeriCorps member activities to address the identified community need.
- Determining the desired characteristics of AmeriCorps members and developing a recruitment strategy.
- Developing a performance measurement system to ensure that reliable data is gathered to demonstrate impact on the communities to be served.
- Describing how the applicant will identify or develop an evidence-based program model.
- Creating a process for selecting operating and host sites (if applicable) that will ensure the most appropriate and capable organizations are selected.

C. Organizational Capability (20% - 20 points)

Describe your organization's ability to successfully plan an AmeriCorps program, including but not limited to:

- Primary and secondary contacts for the grant application and their current role and experience.
- The amount of time staff member(s) will support the program during the planning grant, including the amount of time the organization plans to have staff member(s) support the implementation of the program the following year.
- Prior experience administering federal funds.
- Prior experience in the proposed area of programming.
- The management and staff structure and the roles the board of directors, administrators, and staff will play in the planning process.
- Systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.
- Identify any existing partners and plans to engage community members and partner organizations in the planning process.

D. Cost Effectiveness and Budget Adequacy (10%)

1. Cost Effectiveness (5 points)

- Describe the amount and sources of match secured to date, and any plans to secure additional match by the project start date if needed.
- Describe your plans to develop a cost-effective program, including how you will develop diverse resources that will support your program implementation and sustainability.
- Discuss the adequacy of your budget to support the planning process including your match.

2. Budget Template (5 points)

Planning Grant Applicants may apply for up to a maximum of \$75,000, and must prepare detailed budgets and meet matching requirements (See Section 1.4). Planning grant applicants may not request funding for any member or include AmeriCorps grant writing related expenses as a direct cost. Follow the detailed budget instructions in the *Application Instructions and Attachments* to prepare your budget and enter into *Appendix B: AmeriCorps Planning Grant Budget Template*.

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative, should be free from mathematical errors, with proposed costs that are allowable, reasonable, and allocable to the award. The Budget should also contain adequate information to assess how each line item is calculated, and should be in compliance with the budget instructions contained in the Planning Grant *Application Instructions and Attachments*.

The budget template must accompany your AmeriCorps*State Planning Grant proposal and required additional documents submission to servewisconsin@wisconsin.gov by May 15, 2018 at 4:30 PM CT.

2.1.3 Additional Documents

In addition to your proposal and budget, the following supporting documents must be received by Serve Wisconsin by the deadline:

1. Additional Document Checklist – Appendix A
2. Most recent completed audit or financial statements (n/a for State agencies)
3. Organizational Chart
4. Recognition of non-profit/tax-exempt status letter from IRS (if applicable)
5. Federally Approved Indirect Cost Rate Agreement (if applicable)
6. Cost Allocation Plan (if applicable)
7. If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match towards a federal AmeriCorps grant
8. Delinquency on Federal Debt Explanation (if applicable)

Do not submit any supplementary materials that are not requested in the *Application Instructions and Attachments*, such as videos, pictures, brochures, etc. The Board will not review or return them. More information about the required additional documents can be found in the *Application Instructions and Attachments*.

2.1.4 Submission of Application and Additional Documents

Applications and additional documents may be submitted by one of the following ways. Please choose only one method of submission:

1. **Electronic:** Submit your complete application along with all additional required documents as an attachment via email to servewisconsin@wisconsin.gov. Submit all the documents you have to submit together (if possible, given possible attachment size restrictions) with the following email subject line: 2018-19 AmeriCorps Planning Grant Proposal – [Organization Name]. For staff and peer review reasons, electronic submission is the preferred option for your submission.
2. **Paper:** Send via parcel service or deliver in person your complete application along with all additional required documents in an envelope with the applicant organization name and program name noted on the outside of the envelope, to:

Serve Wisconsin
2018-19 AmeriCorps Planning Grant Proposal

1 West Wilson Street, Room B274
Madison, WI 53703

Please note: applicants have had issues with the U.S. Postal Service delivering packages by the guaranteed delivery date; therefore, we do not recommend applicants rely on this service to submit their additional documents by the deadline.

Applications and additional documents submitted by fax will not be accepted.

Serve Wisconsin staff will date and time stamp required grant application document packets and notify applicants via email upon receipt. Regardless of the method of submission, all additional documents must be received by Serve Wisconsin by 4:30 PM Central Time on Tuesday, May 15, 2018. Additional documents will be initially reviewed by Serve Wisconsin staff for completion of submission prior to the deadline if they are received in a timely manner. Applicants may be notified of any missing documentation if time permits. **Not submitting all of the required grant application documents by the deadline will result in automatic disqualification of the application. It is the responsibility of the applicant, not the Board, to ensure that all documents have been submitted.**

An application is only complete if it includes all required documentation and is received by the application due date. **Incomplete applications will not be considered.**

2.1.5 Late Applications

Submitting an application in after the deadline and/or not submitting all required grant application documents will result in disqualification of the application.

2.2 Clarification on RFP

Any questions concerning this *RFP* must be received **in writing by 12:00 Midnight on May 11, 2018.**

Questions will not be accepted via telephone. Please submit all questions and inquiries to the RFP Manager:

Email: servewisconsin@wisconsin.gov

U.S. Postal Service or other Carriers:

Wisconsin National & Community Service Board
AmeriCorps Planning Grant 2018-2019 RFP
1 West Wilson Street, Room B274
Madison, WI 53703

Applicants are expected to raise any questions, exceptions, or additions they have concerning the *RFP* document by midnight on May 11, 2018. All questions asked by applicants with corresponding answers will be released periodically at <https://servewisconsin.wi.gov/Pages/Grants/PlanningGrantRFP.aspx>. The final posting of Questions and Answers will occur on May 12, 2018.

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this *RFP*, the applicant should immediately notify the RFP Manager of such error and request a modification or clarification of this initial *RFP*.

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this *RFP* and any supplements or revisions thereof.

Any contact with Serve Wisconsin staff or Board members concerning this *RFP* is prohibited, except as authorized by the RFP Manager during the period from the date of release of the *RFP* until the Board approves final grant applications for AmeriCorps funding for the 2018-2019 program year.

2.3 Technical Assistance

Serve Wisconsin intends to provide technical assistance to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance given available resources:

1. Technical Assistance will be equally available to all prospective applicants.
2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. Questions may only be submitted in writing (see above).

3. Staff will only provide answers to specific questions and make general comments regarding the Regulations and *RFP*, as opposed to providing specific programmatic suggestions for a particular applicant.
4. Staff will not review proposal drafts.
5. In compliance with federal regulations regarding conflict of interest, WNCBSB Board members will not provide any form of technical assistance to a potential grant applicant. Instead, they will refer applicants to the RFP Manager.
6. Serve Wisconsin will provide applicants with technical assistance on entering and submitting proposals in CNCS's web-based grants management system and will provide guidance on how to access assistance from the National Service Hotline.

2.4 Reasonable Accommodations

Upon request, reasonable accommodations will be provided by the Board including the provision of information materials in an alternative format for individuals with disabilities. For special needs, contact Casey Sweeney at 608-266-5116 or servewisconsin@wisconsin.gov.

2.5 How to Submit an Application in eGrants

If an AmeriCorps Program Planning Grant proposal is approved for funding by the Wisconsin National and Community Service Board on June 7, 2018, the applicant must enter their application electronically via the CNCS web-based system, eGrants (www.egrants.cns.gov). Because it is a unique system, it is recommended that applicants create an eGrants account now and begin the application creation process as soon as possible. Please note the length of a document in word processing software may be different than what will print out in eGrants.

Applications may not exceed 14 pages when printed out from eGrants. In determining whether an application complies with page limits, Serve Wisconsin will count the following for the narrative:

- The applicant's Executive Summary, SF-424 Face Sheet, and
- The Narrative portions contained in the Program Design, Organizational Capability, and Cost Effectiveness and Budget Adequacy sections of the application.

2.5.1 Technical Difficulties

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *RFP* to which your organization is applying.

2.6 Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour email turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date.

After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/> and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed. Applicants that are not already registered with SAM are urged to begin the registration process immediately. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

2.7 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this *RFP*. The actions with specific dates must be completed as indicated unless otherwise changed by the Board. In the event that the Board finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this *RFP*. There may or may not be a formal notification issued for changes in estimated dates and times. Meeting dates will be posted on the Board's Web site at www.servewisconsin.wi.gov, and all meetings are publicized as open meetings.

DATE

EVENT

April 9, 2018
May 3, 2018 (Midnight CT)

May 4, 2018

May 11, 2018 (Midnight CT)
May 12, 2018
May 15, 2018 (4:30 p.m. CT)

May 31, 2018

June 7, 2018
June 2018
June 2018

Date of Issue of *RFP*

Notification of Intent to Apply due to WNCBSB via Survey Monkey: <https://www.surveymonkey.com/r/1819-WNCBSB-PG>
Submission of a NOI is mandatory for an application to be considered for funding

Technical Assistance Webinar (details will be posted at <https://servewisconsin.wi.gov/Pages/Grants/PlanningGrantRFP.aspx>)

Last day for submitting written inquiries regarding this *RFP*
Final Questions & Answers from applicants available online

Applications and additional documents due to Serve Wisconsin

Program Evaluation & Development Committee meeting, Madison
All recommended applicants are required to present to committee
WNCBSB Board meeting
Proposals due in eGrants
Applications due to CNCS

2.8 Contract Term and Funding

Unless CNCS delays award notification, funds awarded under this solicitation will be for a period of one year starting between August 15, 2018 and September 1, 2018, and ending no later than August 14, 2019 or August 31, 2019, respectively.

2.9 Oral Presentations

Each applicant recommended to the Wisconsin National and Community Service Board by the review panel (See Section 3.2) will be required to provide a short, 5-minute presentation to the Board's Program Evaluation & Development Committee at their May 31, 2018 meeting in Madison, WI. The presentation should summarize the application. Board members may ask applicants questions regarding their application. The date and location of this meeting will be sent to all recommended applicants when it is available.

2.10 Procuring and Contracting Agency

This Request for Proposals (*RFP*) is issued by the Wisconsin National and Community Service Board, which is the sole point of contact for the State of Wisconsin during the selection process. The person responsible for managing the *RFP* process is Casey Sweeney, Program Officer. All contracts resulting from this *RFP* will be administered by the Board.

2.11 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants replying to this *RFP*.

2.12 Withdrawal of Proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Applicants may withdraw a proposal in writing at any time. A written request to withdraw the proposal must be signed by an authorized representative of the applicant organization and submitted to the RFP Manager. If a previously submitted proposal is withdrawn before the proposal due date and time, the applicant may submit another proposal at any time up to the proposal closing date and time.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary Staff Review – Timely Submission

Serve Wisconsin staff will date and time stamp the submissions of required additional documents and applicant proposal. Proposals submitted by eligible organizations by the deadline and that include all required grant application documents will continue in the selection process.

3.2 Board Review of Proposals

Serve Wisconsin will establish a review panel to review Planning Grant Proposals. The review panel will consist of Serve Wisconsin staff and/or outside peer reviewers. The review panel will use the assessment criteria in Section 2.1.2 to select Proposals that will be submitted to CNCS. Serve Wisconsin staff may request technical changes to Proposals. Staff will prepare funding recommendations to the Board based on the results of this review.

3.3 CNCS Award Administration Information

3.3.1 Award Notice

Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the Grant Officer is the only document authorizing awardees to commence grant activities.

3.3.2 Administrative and National Policy Requirements Documents that Govern the Grant

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards

All awards under the criteria in this *RFP* are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR 200 and 2205.

3.3.3 National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participants, or volunteers) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives CNCS funding (member or staff) if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks –

All award-funded staff, national service participants and volunteers receiving a salary, living allowance, stipend or education award must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW) at www.nsopw.gov; and
2. *Either*
 - a. A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work *or*
 - b. A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations

Award-funded staff, national service participants, and volunteers with *recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW) at www.nsopw.gov; and
2. *Both*
 - a. A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
 - b. A fingerprint-based FBI criminal history check.

Additionally, all national service participants serving in a program funded through the Wisconsin National and Community Service Board must undergo a check of the Wisconsin Circuit Court Access website. This is not required for grant-funded staff.

See 45 C.F.R. §2540.200 - §2540.207 and <http://www.nationalservice.gov/resources/criminal-history-check> for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in a disallowance of all or part of the costs associated with noncompliance.

3.3.4 Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use,

modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR § 200.315 (b)).

3.3.5 Reallocation of Funding

CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

3.4 Right to Reject Proposals and Negotiate Contract Terms

The Board reserves the right to reject any or all proposals. The Board may negotiate the award amount, authorized budget items, type and number of AmeriCorps MSYs or slots, and specific programmatic goals with the selected applicants prior to entering into an agreement with an applicant.

3.5 Public Inspection of Proposals

After notification of awards is made by CNCS and/or the Board, and under the supervision of Board staff, copies of proposals will be available for public inspection from 8:00 a.m. to 4:00 p.m. at 1 W. Wilson St., Room B274, Madison, WI. Applicants should schedule reviews by emailing serve.wisconsin@wisconsin.gov.

No entire proposal submitted to the state may be marked as confidential, and any materials so marked, by being included in the application, will be considered public information. Evaluation tabulation and scoring by individual peer reviewers will also be open for public inspection, but these scores will not identify individual peer reviewers.

3.6 Appeals Process

Applicants can only protest or appeal violation of procedures to the Board that are outlined in this *RFP* or fall within the Formula grant selection process. Ranking and scoring by the Peer Review Committee is not subject to protest or appeal. Notice of intent to protest and any protests must be made in writing. Individuals should make their protests as specific as possible and should fully identify the procedural issue being contested.

Any written notice of intent to protest must be filed the Board and received in no later than five (5) working days after the notices of intent to award are issued. Any written protest must be received within ten (10) working days after the notice of intent to award is issued.

Via U.S. Postal Service or Other Carriers:

The Board Chair
Wisconsin National & Community Service Board
1 W. Wilson Street, Rm. B274
Madison WI 53703

The appeal will be reviewed by the Program Evaluation & Development Committee of the Board and a recommendation will be forwarded to the Board for consideration.

The decision of the Board may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance. A copy of such appeal must also be filed with Board. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code.

4.0 GENERAL PROPOSAL REQUIREMENTS

All proposal requirements are outlined in this *RFP* and the *Application Instructions and Attachments*.

5.0 TECHNICAL REQUIREMENTS

Technical requirements differ based on the type of application being submitted and are included in the *Application Instructions and Attachments*. Pay careful attention to the technical requirements for the appropriate application. For your convenience, an additional documents checklist is available.

6.0 PROGRAM BUDGET INSTRUCTIONS

Program budgets are submitted as part of your application. Please follow the budget instructions in the *Application Instructions and Attachments*, Attachment D. Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements as specified in section 3.3.2 of this *RFP*.

7.0 SPECIAL CONTRACT TERMS AND CONDITIONS

7.1 Payment Requirements

An operating grant recipient must submit payment requests on at least a quarterly basis. The method of requesting payments will be further detailed in the contract.

7.2 Reporting

The Board will require grantees to submit reporting to facilitate the Board's reporting to CNCS. Grantees are required to provide regular performance reports and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740. In addition, grantees will be required to submit quarterly financial reports and a project close-out report.

7.3 Prime Contractor and Subcontracts or Placement Sites

The prime contractor will be responsible for contract performance when subcontractors or placement sites are used. However, when subcontractors or placement sites are used, they must abide by all terms and conditions of the contract.

7.4 Executed Contract to Constitute Entire Agreement

In the event of contract award, the contents of this *RFP* (including all attachments), *RFP* addenda and revisions, the proposal of the successful applicant, and additional terms agreed to in writing, by the Board and the grant recipient shall become part of the contract. Failure of the successful applicant to accept these as a contractual agreement may result in a cancellation of award.

The following priority for contract documents will be used if there are conflicts or disputes:

- AmeriCorps Contract between the Board and Grantee
- Code of Federal Regulations
- AmeriCorps Provisions
- Applicant's Proposal and Any Subsequent Amendments
- State Request for Proposals

7.5 Termination of Contract

The Board may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the grant recipient. Upon termination, the Board's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Board. In the event that the grant recipient terminates the contract, for any reason whatsoever, it will refund to the Board within 10 days of said termination, all payments made hereunder by the Board to the grant recipient for work not completed or not accepted by the Board. Such termination will require written notice to that effect to be delivered by the grant recipient to the Board not less than 90 days prior to said termination.

8.0 GLOSSARY

AmeriCorps: The national service program funded under 42 U.S.C. §12571-12595 (Division C Programs).

AmeriCorps Regulations: Refers to the Code of Federal Regulations that includes the federal requirements related to administering an AmeriCorps*State program. You can find the C.F.R. for AmeriCorps programs under Title 45 – Public Welfare, Volume 4, Chapter XXV, parts 2500 – 2599 at www.ecfr.gov.

AmeriCorps*State: The AmeriCorps funds that are allocated to states through a population-based formula or are awarded to states through a national competition.

AmeriCorps National Service Network: Includes AmeriCorps State, AmeriCorps National, AmeriCorps Tribes and Territories, AmeriCorps VISTA (Volunteers in Service to America), and AmeriCorps NCCC (National Civilian Community Corps) programs taken together as programs dedicated to national service.

AmeriCorps Member: Any individual who is serving in an approved national service position and is eligible to receive the education award from the National Service Trust. The term "AmeriCorps Member" is synonymous with the term "participant", as used by the CFR and the AmeriCorps Health Care policy.

Applicant: A firm/organization submitting a proposal in response to this *RFP*.

Board or WNCSCB: The Wisconsin National and Community Service Board.

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served

by CNCS-supported organizations (i.e., AmeriCorps programs). As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1. Be intended to support or enhance the program delivery model;
2. Respond to the program's goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community; and
3. Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

C.F.R.: Code of Federal Regulations.

Community-based Agency: A private nonprofit organization (including a church or other religious entity) that: (1) is representative of a community or a significant segment of a community; and (2) is engaged in meeting educational, environmental, public safety, homeland security, or other human needs.

CNCS or The Corporation: The Corporation for National and Community Service.

DUNS#: The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. **The DUNS number does not replace your Employer Identification Number.** DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour email turnaround on requests for DUNS numbers; however, **CNCS suggests registering at least 30 days in advance of the application due date.**

eGrants: eGrants is CNCS's integrated, secure, Web-based system for applications.

Grant Recipient: An organization that is awarded AmeriCorps funds for direct benefit of the community.

Host Service Site: An organization, or other entity, that has been selected to provide a service placement for, or host, a member.

Indian Tribes: A federally-recognized Indian tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. §1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Member Service Year (MSY): This term refers to the equivalent of one full-time AmeriCorps member (at least 1700 service hours). One full-time slot equals 1.0 MSY.

Multi-Site Program: An AmeriCorps program that places one or more members at multiple host service sites within a single community, county, or statewide.

NOFO or Notice: Notice of Funding Opportunity

Performance Measure: Performance measures are measurable indicators of a program's performance as it relates to member service activities. Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has in communities or in the lives of members or community beneficiaries.

Program: A national service program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by CNCS, and carried out in accordance with federal requirements.

Project: An activity, or a set of activities carried out by a program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to which members are assigned.

Program Sponsor: An entity responsible for recruiting, selecting, and training members, providing them benefits and support services, engaging them in regular group activities, and placing them in projects. The program sponsor is in most cases the fiscal agent.

Project Sponsor: The same as a host service site or an organization or other entity that has been selected to provide a placement for a member.

Proposal: A response to this *RFP*.

RFP: Request for Proposals.

SAM (System for Award Management): SAM is combining federal procurement system and catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain valid registration, which must be renewed annually. Applicants not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to www.sam.gov.

Serve Wisconsin: The marketing name for the Wisconsin National and Community Service Board.

Slot: One position in a national service program. Slots can be full-time (1700 hours), half-time (900 hours), reduced half-time (675 hours), quarter-time (450 hours), and minimum time (300 hours).

State: The State of Wisconsin.

State Commission: A State Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law. Wisconsin's State Commission is the Wisconsin National and Community Service Board (WNCSB), a 21-member citizen body appointed by the Governor and staffed by five state employees.

WNCSB: Wisconsin National and Community Service Board, a 21-member citizen body appointed by the Governor and staffed by six state employees.